

*Rec Mgmt 3-1*  
*Document*

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Written to:

[redacted] Office of Security

[redacted] Records Management Officer

Office of Logistics

Records Management Officer/DMS

17 January 1963

Use of Intra-Agency Mail Envelopes

*Also Informal Notes sent to:* [redacted]

1. In accordance with our conversation recently, there are attached samples of two (2) envelopes for the transmission of Intra-Agency Mail.

2. These envelopes were originally designed for the following reasons:

a. To eliminate overnight storage in safes of conventional manilla envelopes with the names, addresses, and organizational identity.

b. To provide a pocket for Form 240, "Courier Receipt and Log Record".

c. To provide a less expensive envelope.

3. Some Agency offices have objected to the use of these envelopes. On the other hand, other offices find them suitable and are using them in considerable volume. We use them to good advantage at the Records Center and in our own office. The Supply Division advises me that these two envelopes, Stock Number 7530-H00-3030 (12 x 10), Stock Number 7530-H00-3031 (16 x 10) are available in all Building Supply Offices. Would you attempt to encourage the use of these envelopes in your own component? It is not essential that the Courier Receipt be used with them in all instances. The name and address can be written on the envelope. It can be destroyed after one time use if so desired because they are so very inexpensive.

4. We do not plan to reorder these envelopes after the existing supply is used up. I do, however, want to undertake with you the development of a more suitable Intra-Agency envelope at a later date. I will appreciate any ideas.

[redacted]  
[redacted]

Attachments

RMS/DDS [redacted] fms (17 Jan '63)

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